

Topic 1 | Computer Science | Setting up and being safe

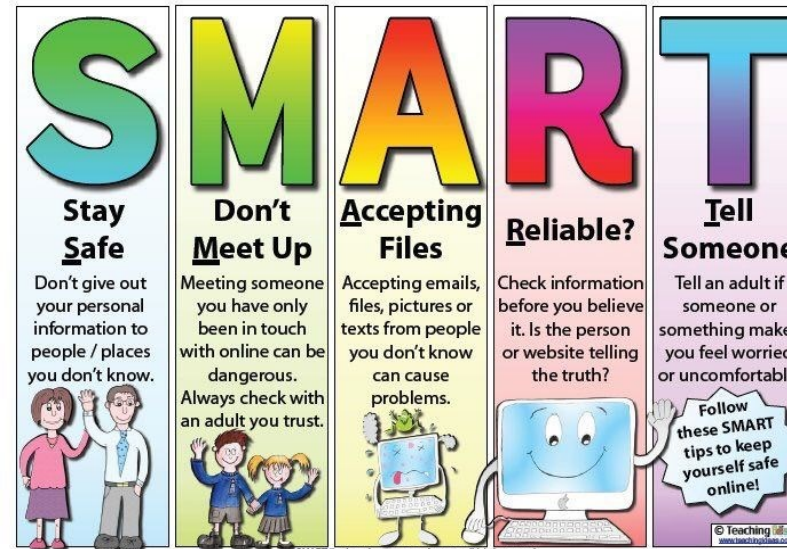
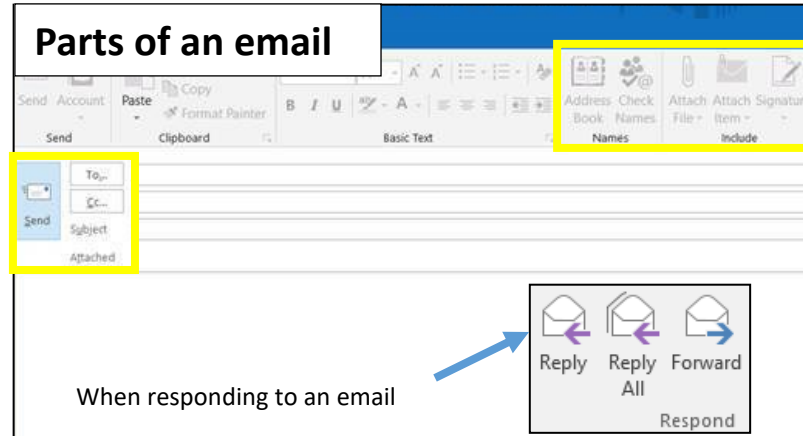
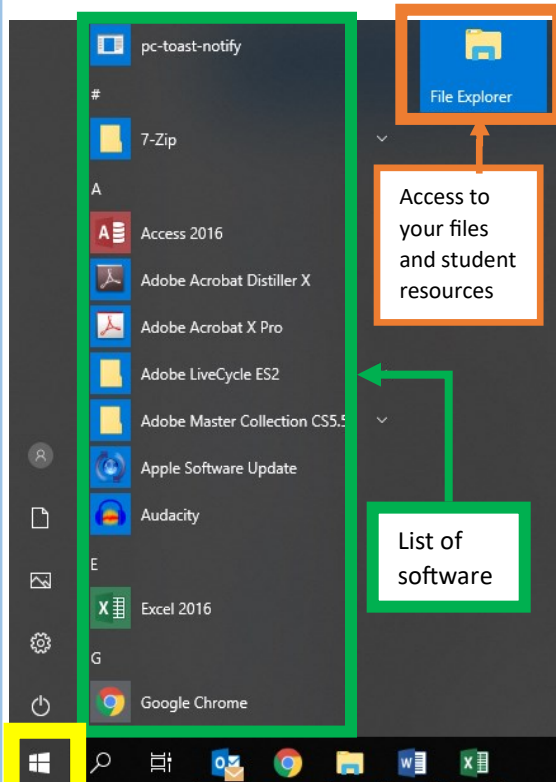
Top tips

Password—should be strong -over 12 characters and making use of uppercase, lowercase, numbers and symbols. Do not share this with anyone.

Locking computers—Ctrl + Alt + Delete—every time you leave your computer.

Saving—File, Save as, This PC. Find your work area (starts with your username). Organise your files into folders.

Turning on—desktop unit behind and attached to the monitor—press the power button on the side. The monitor can be turned off separately under the right hand side of the screen.



E-safety websites:

www.thinkuknow.co.uk

<http://www.safetynetkids.org.uk/>

<https://www.childline.org.uk/>

<https://www.bbc.co.uk/bitesize/>

Character	Any single letter, number, space, punctuation mark, or symbol that can be typed on a computer.
Folder	Organising your files into these.
Hardware	Physical components of the computer. E.g Keyboard and Mouse
Software	Programs that are run on the computer. E.g word and paint
CC/ BCC	Carbon copy/ Blind carbon copy. Used to copy other people into an email anonymously or not.
Reply/ Reply all	Sending a response to an email received, either to the person the message is sent from or everybody involved in previous emails.
Forward	Sending an email received to somebody else for them to see.
Signature	A closing to an email. Many of these can be created.
Attachment	Linking a file, image or something else into the email.
Network	2 or more computers connected together.
Cyber addiction	Excessive or poorly controlled preoccupations, urges or behaviours regarding computer use.
Cyber Bullying	Cyberbullying is the use of social media chat through the internet to harass, threaten or intimidate someone.
Sharing Images	When a photo is taken of someone and shared to another user.
Ownership	Ownership doesn't change, but the site you have uploaded it to has the right to share it without your permission.